

LAW ENFORCEMENT AUTHORITIES

Search and Seizure

APPROVAL/TRANSMITTAL

This section has been revised to comply with Executive Order 12861, dated September 11, 1993.

This supersedes IG-8473, dated July 1992. Remove and destroy previous editions.

ROGER C. VIADERO
Inspector General

=====

TABLE OF CONTENTS

	<u>Page</u>
A. BACKGROUND	1
B. POLICY	2
C. PROCEDURES	2
1. ARIGs, DD/Is, or SSAs	2
2. SA	3

Exhibit A(1) - Sample Search Warrant
Exhibit A(2) - Sample Return of Search Warrant
Exhibit B - Search Plan
Exhibit C - Search Briefing Guide
Exhibit D - Search - Agent/Officer Assignment
Exhibit E - Consent Search Form
Exhibit F - Vehicle Contents Inventory Log

A. BACKGROUND

1. Authority. The statutory authority that provides for the execution of search warrants and seizure of property is found at 18 U.S.C. 3105 and provides as follows:

A search warrant may in all cases be served by any of the officers mentioned in its direction or by an officer authorized by law to serve such warrant, but by no other person, except in aid of the officer on his requiring it, he being present and acting in its execution.

In addition, statutory authority for designated OIG special agents to serve such w

2. Use of Force. Special agents are permitted to use the amount of physical force reasonable and necessary during searches and seizures to ensure the safety of agents, subjects, and others, and effect the search or seizure. (See IG-8472 concerning the use of firearms.)

3. Participation With Other Law Enforcement Agencies. When OIG is participating in a search or seizure and the lead agent is from a State or Federal law enforcement agency, OIG special agents are expected to comply with the provisions contained in this directive.

4. Fourth Amendment Protections. The Fourth Amendment to the Constitution states that: "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."

5. The Exclusionary Rule. The exclusionary rule requires the suppression in a criminal prosecution of any evidence that is either the direct or indirect product of an illegal search in violation of the Fourth Amendment. A limited good faith exception to the exclusionary rule exists, however. Thus, evidence obtained pursuant to an apparently lawful warrant, where a subsequent determination is made that the warrant was unsupported by probable cause thereby rendering it illegal, will not be suppressed if the illegality was the product of an error made in objectively reasonable good faith. The rationale for this result is that suppression of evidence will not deter a law enforcement officer who makes an objectively reasonable mistake in reliance upon a warrant that appears to have been issued properly or where the officer relies upon a facially valid State statute. Additionally, evidence will not be suppressed where, pursuant to a properly issued warrant, the officer makes an objectively reasonable factual mistake in the scope of the search while executing the warrant.

B. POLICY. Searches and seizures shall be conducted in accordance with applicable laws, the provisions of Rule 41, Federal Rules of Criminal Procedure, and with the provisions of this directive.

Designated OIG special agents are authorized to serve search warrants and conduct warrantless searches as follows.

1. The OIG special agent is named in the direction of a Federal search warrant involving an investigation into criminal violations of USDA programs and operations. Rule 41(c) of the Federal Rules of Criminal Procedure provides for a search warrant to "* * * be directed to a civil officer of the United States authorized to enforce or assist in enforcing any law thereof." Thus, an OIG special agent may be named to execute a Federal search warrant in the course of conducting an investigation into criminal violations of programs and operations of the Department that do not necessarily involve felony criminal violations of statutes administered by USDA. For example, a special agent may apply for and execute a search warrant involving 18 U.S.C. 1001 false statements to a USDA agency if the agent is named in the warrant.

2. The OIG special agent is executing a Federal search warrant involving an investigation into felony criminal violations of statutes administered by USDA. 7 U.S.C. 2270 authorizes special agents to execute Federal search warrants in those cases involving felony criminal violations of statutes administered by the Secretary of Agriculture or any agency of the Department.

3. The OIG special agent is required to aid an officer who is directed to serve the search warrant. This authority is limited to aiding a Federal law enforcement officer who has been directed to serve a Federal search warrant or a Federal law enforcement officer who otherwise is authorized by law to serve the search warrant. This authority includes assisting an OIG special agent named in a Federal search warrant. The OIG special agent should participate in the search when specifically requested to do so, and with the understanding that the officer directed to execute the search is present and in command of the search.

4. OIG special agents are authorized to conduct searches without warrants under certain circumstances as described in section C2d. When a warrantless search is conducted, the reason(s) for the search must be articulated (e.g., search incident to arrest for agent safety; protective sweeps prior to searching a residence or building; emergency search when evidence of a crime is about to be destroyed; or vehicle search subsequent to an arrest or for impoundment purposes).

C. PROCEDURES

1. ARIGs, DD/Is or SSAs

a. Search With Warrant. When appropriate, approve special agent requests to seek and execute search warrants.

(C 1 a)

- (1) Search Plan. Approve search plans of subordinate agents.
- (2) Return of Warrant. Ensure the return of a search warrant is made properly and promptly to the court.
- (3) Inventory. Ensure a complete written inventory of property taken pursuant to the warrant accompanies the warrant upon return.
- (4) Critique. Conduct a critique subsequent to each search.
- (5) Case File. Ensure that a copy of each affidavit, search warrant, and inventory is filed in the case file, including those initially sealed by court order.
- (6) CAPTAIN. Ensure that search warrant data is entered into CAPTAIN within 5 workdays after executing the warrant or conducting a search without a warrant.

b. Search Without a Warrant. When appropriate, approve subordinate agent requests to conduct searches without warrants.

c. Seizure ("Freeze") of Premises Without a Warrant. When appropriate, approve subordinate agent requests to freeze premises pending issuance of a search warrant.

d. Return of Seized Property. Ensure the return of seized property is coordinated with the appropriate DOJ attorney.

2. SA

a. Local Policy. Comply with the policies and procedures of OIG, the cognizant U.S. Attorney and U.S. District Court.

b. Evidence. Ensure evidence is handled and preserved in accordance with IG-8440, Obtaining and Preserving Evidence.

c. Search With Warrant. Searches with warrants may be conducted of persons, premises, or objects. (SSA approval required.)

(1) Affidavit. When drafting an affidavit for a search warrant, include only that information necessary to show probable cause. Be specific with regard to persons or places to be searched and items to be seized. (See exhibit A for a sample search warrant form.)

(2) Telephone. When necessary, obtain a search warrant by telephone.

(C 2 c (2))

Note: Each Federal district has special procedures for obtaining a search warrant by telephone.

(3) Search Plan and Briefing. If there are no exigent circumstances, prepare a written search plan, briefing guide, and participant assignment sheets prior to the execution of each search warrant. (See exhibits B, C, and D for sample search plan, briefing guide, and assignment sheets. These samples should not be considered all inclusive.)

Depending on the circumstances, it may be appropriate to include all agent assignment information in one operational assignment document, to be distributed to all search team members, instead of requiring that individual assignment sheets (exhibit D) be prepared.

Thoroughly brief all participating agents and officers regarding relevant OIG firearms, arrest, search, and seizure policies. Also ensure that all team members will be able to recognize each other during the search. (See IG-8474, Distinctive OIG Clothing.)

Retain search plans in the case workpapers.

(4) Undercover Case. When the warrant relates to an undercover case, the undercover agent should not participate in the service of the warrant if it can be avoided. If it is necessary for the undercover agent to be on the scene, he/she should do so only when it is under the control of law enforcement personnel.

(5) Search Leader. The search leader controls the execution of the search warrant and all agents and others involved in the search. Normally, the search leader will be the special agent drafting the search plan and conducting the search briefing.

(6) Search Team. A suitable number of agents shall participate in each search so that the warrant can be executed safely and effectively.

(7) Communications. Provide a means for participating agents to communicate with each other, the local police, and the local OIG office (can be by telephone).

(8) Coordination. Coordinate warrant execution with local or State law enforcement agencies. As a general rule, use uniformed officers when executing a search warrant.

(9) Protective clothing. Agents are required to wear their OIG-issued protective vests when involved in potentially dangerous situations such as during the execution of search warrants. Exceptions, approved by the

(C 2 c (9))

RIG/I, are permitted for situations when wearing the vest would compromise an assignment, place an agent in even greater danger, or is obviously not needed (e.g., service of a search warrant at a bank for safety deposit records of a customer).

(10) Photographs and Videotapes. After securing an area and before initiating a search, photograph or videotape all rooms to be searched.

(11) Evidence. Designate one of the search team members to take charge of, handle, and preserve evidence in accordance with IG-8440. When evidence is found, photograph exactly where found before collecting.

(12) Seized Property. Ensure that a copy of the warrant and a receipt for property taken is furnished to the person from whom the property was taken. If the person is not present, leave a copy of the warrant on the premises.

(13) Return of Warrant. Ensure that return of a search warrant is made properly and promptly to the court. (See exhibit A(2) for a sample return of search warrant.)

(14) Inventory. Ensure a written inventory of property taken pursuant to the warrant accompanies the warrant upon return.

(15) Case File. Ensure that a copy of each affidavit, search warrant, and inventory is filed in the case file, including those initially sealed by court order.

d. Search Without a Warrant. Various types of searches may be conducted without a warrant, such as consent, emergency, vehicle, abandoned property, vehicle inventory, limited protective, and incident to arrest.

(1) Search Incident to Arrest

(a) Search. All persons arrested shall be searched for evidence, weapons, and means of escape. The search of a person incidental to an arrest generally should be made at the time and place of the arrest by agents imposing custody. A further, more thorough search of a prisoner at the U.S. Marshal's facility or some other place to which the arrestee is transported is justified as incidental to the arrest. A search of the area immediately surrounding the arrestee should be conducted at the time of or shortly after the arrest, while the person taken into custody is still present.

(C 2 d (1) (a))

Arrestees shall be searched by members of the same sex, unless the arrest situation occurs with so little warning that additional personnel cannot be present.

(b) Personal Property Receipt. An inventory of personal property removed from a person who has been arrested and is to be incarcerated should be taken at the arrestee processing site. A receipt for such property shall be prepared by either OIG or detention facility personnel and given to the arrestee. A copy of the receipt will be retained for the case workpapers.

(c) Evidence Receipt. A receipt for any evidence taken in a search incidental to arrest is to be given to the person from whom it is taken. The receipt should be prepared in duplicate; the original will be given to the person searched; and a copy retained for the case workpapers.

(d) Release of Custody to Temporary Confinement Facility. When a person under arrest is turned over to an authorized (non-Federal) confinement facility where OIG must later transport the prisoner to the U.S. Marshal or Magistrate Judge (e.g., night or weekend arrest), the prisoner's personal property should be released to the custody of the initial facility. An itemized receipt is to be obtained from the officer taking possession of such property. The property should be returned to the OIG agent at the time OIG retakes custody for transportation to the U.S. Marshal or Magistrate Judge. A copy of the property receipt will be retained for the case workpapers.

(e) Prisoners Released Into OIG Custody. All prisoners released into OIG custody shall be fully searched and an inventory shall be taken of the prisoner's personal property and a receipt prepared. A copy of the property receipt will be retained for the case workpapers.

(f) Strip and Body Cavity Searches. Agents should not conduct or participate in strip or body cavity searches of arrestees.

(2) Limited Protective Search (Frisk)

(a) A protective pat-down or frisk is permissible, solely for the search of weapons, provided the following factors are present.

1. There has been a lawful investigative stop.
2. There is a reasonable suspicion that the person detained may be armed and dangerous.
3. The agent identifies himself/herself and, if the situation permits, makes reasonable inquiries.

(C 2 d (2) (a))

4. The agent is concerned for his/her safety or for the safety of others.

(b) In justifying his/her decision to frisk, the agent may consider such factors as the following.

1. The type of crime involved.
2. Reputation of the person detained.
3. The time and place of stop.
4. A sudden movement.
5. A bulge in the suspect's pocket.

The U.S. Supreme Court's decision in Minnesota v. Timothy Dickerson, 113 S. Ct. 2130 (1993), recognizes an exception in search and seizure law. The exception, labeled the "plain feel" exception, allows an officer to seize contraband, in addition to weapons, during a protective search. The contraband must, however, be inadvertently discovered by the officer during the patdown search. If the officer must manipulate the object during the search in order to ascertain that it is contraband, then the object may not be seized without a warrant.

(3) Protective Sweeps. An agent with an arrest warrant may conduct a search throughout a house when the agent has a reasonable suspicion there is a hidden danger to the agent.

(4) Consent Search. A search made with the voluntary consent of one authorized to give it, or a person who the agent reasonably believes has common authority over the premises, is permissible.

(a) Warning of Rights. Agents are required to inform individuals from whom consent is sought that they have a right to withhold consent. The warning is contained in the Consent Search form, exhibit E.

(b) Proof of Consent. Consent to search should be obtained in writing, if possible. The Consent Search form is to be used for this purpose. In the event an individual orally consents but will not sign the form, agents should make a record of the consent on the form. The form should be completed except for the signature of the consenting party, and agents should note thereon the fact of consent, preferably in the language of the consenter. The completed form should be retained in the case workpapers.

(C 2)

(d) No Evidence Seized. Where no evidence is seized as a result of a search, a certificate to that effect is to be obtained from the consenting party. The language of the certificate is printed on the reverse side of the Consent Search form, exhibit E. If the consenting party refuses to sign, complete the certificate except for the signature of the consenting party and note thereon the consenting party's refusal to sign.

(5) Emergency Search. The delay necessary to procure a search warrant may sometimes place the safety of people in jeopardy or defeat the purpose of the warrant by permitting disposal of evidence. The law therefore recognizes that under certain emergency circumstances the requirement of a search warrant is waived, and an agent may properly make a warrantless entry and search of a place protected by the Fourth Amendment. An agent may enter immediately to protect life or safety, to seek out a fugitive while in hot pursuit, and to preserve evidence which is in the process of destruction or removal. Such entries and searches can be made only under extraordinary circumstances. Agents should be prepared to justify their conduct by facts supporting a reasonable belief that an emergency existed.

Whenever possible, supervisory approval shall be obtained prior to an emergency search.

(6) Plain View. Objects may be seized without a warrant if they are in plain view of the agent. The agent must legitimately be on the premises or in a place that permits the view of the seized fruit of the crime or instrumentality of crime, the contraband, or evidence.

(7) Vehicle Search. Due to their mobility and the diminished expectation of privacy generally associated with vehicles, vehicles may be searched without a warrant under circumstances which would not permit the same actions against other property. A search of a vehicle found on the open road or other public place may be made without warrant, consent, or arrest, where agents have probable cause to believe the vehicle contains evidence of a crime and it is impractical to obtain a search warrant. Although a search under this doctrine should generally be made where the vehicle is found, the search may occur at the place to which the vehicle is towed or transported so long as probable cause still exists.

Because the authority to search is directed against the vehicle, a search of the driver and occupants for evidence is not permissible, although a self-protective frisk may be used based upon a reasonable suspicion that such persons are armed and constitute a threat.

The scope of the search is the same as with a warrant and may therefore extend to any part of the vehicle wherein the evidence sought could reasonably be located. The search may extend into any type of containers found within the vehicle so long as the evidence sought could conceivably be secreted therein.

(C 2 d (7))

Care must be taken to distinguish two situations that may arise with respect to vehicles.

(a) The first is where there is probable cause to believe that evidence may be found in a vehicle. The second is where there is probable cause to believe that evidence may be found inside a particular container which may have been placed inside the vehicle. In the first case, the entire vehicle and any containers found therein may be searched without a warrant or consent, so long as the evidence sought could conceivably be located within the container.

(b) In the second situation, the vehicle may only be searched in order to locate the particular container. Once the particular container is located, the container may be searched without a warrant or consent. However, the search of the remainder of the vehicle must cease. Where possible, obtain guidance from the appropriate DOJ attorney and approval from the SSA prior to conducting vehicle searches of this type.

(8) Inventory Search of a Vehicle When Impounded. An inventory search is conducted only when a motor vehicle, aircraft, or other personal conveyance is impounded. It is an administrative procedure, having a threefold purpose: a) Protection of the owner's property, b) to ensure against claims of lost, stolen, or damaged property, and c) protection of the public and/or law enforcement personnel. It is not necessary for all three elements to be present in order to conduct an inventory search.

(a) Alternative to Impoundment. A vehicle does not have to be impounded if there is a reasonable alternative. Moreover, an acceptable alternative is the preferred course of action. However, existence of a reasonable alternative does not preclude the agent from impounding the vehicle and conducting an inventory search.

The following are alternatives designed to safeguard vehicles (and their contents) that are no longer controlled by persons who are put under arrest:

1. When practicable, have the arrestee designate a person who can immediately take custody of and responsibility for the vehicle. The special agent should note the permission and the name of the person designated by the arrestee.

2. When a person designated by the arrestee cannot immediately take custody of and responsibility for the vehicle, or seems incapable of doing so (e.g., appears under the influence of alcohol or drugs, is not legally able to drive, etc.), request the local or State police to take custody of and responsibility for the vehicle.

(C 2 d (8))

(b) Impoundment. Impoundment is when an agent takes control and custody of another person's vehicle. Such situations most commonly occur when a suspect is arrested in a vehicle, the suspect cannot immediately arrange for safekeeping of the vehicle and its contents, the vehicle cannot be safely left at the arrest scene, and local authorities are either unavailable or refuse to take charge of the vehicle.

An inventory search of the vehicle's contents will be conducted either before or after the vehicle is impounded. The search may take place at the location where the agent has taken control of the vehicle or after the vehicle has been moved to another site.

If knowledge of a potential vehicle impoundment exists before an arrest warrant or search warrant is served, make arrangements with the appropriate organization (e.g., police, GSA, U.S. Marshal's Service) to tow and/or store the vehicle. If another organization agrees to impound the vehicle and it has a policy regarding inventory searches, the agent will assist with the inventory. If the other organization does not have an inventory policy, the agent will inventory the contents of the vehicle pursuant to the provisions of this directive prior to relinquishing custody of it.

The following impoundment procedures should be followed.

1. GSA, the U.S. Marshal's Service, or other suitable agency or private firm should be contacted to arrange for storage.

2. Where practicable, inventories should be conducted by two persons.

3. A Vehicle Contents Inventory Log (exhibit F) will be completed for all inventory searches and should be prepared at the time of the impoundment or as soon thereafter as practicable.

All items found in the vehicle will be recorded on the Vehicle Contents Inventory Log. The original copy of the log will be placed in the case workpapers and a copy placed in the vehicle. Attach to the original Vehicle Contents Inventory Log all documentation relative to contraband, incriminating evidence, valuables, or perishables (e.g., evidence receipt).

A thorough inventory of the interior (including trunk and glove box) and any containers therein should be conducted for all impounded vehicles. All containers (boxes, cases, bags, etc.) should be opened and inventoried. The interior and exterior of the vehicle should be photographed when possible.

(C 2 d (8) (b) 3)

The Vehicle Contents Inventory Log should include at least the following information.

a. A description of all accessories, tools, and unattached parts in the vehicle.

b. A description of the condition of the body and upholstery, specifically naming any damage or deteriorated area and briefly stating the extent of the damage. (Any damage caused by the agent(s) during the inventory will be noted in the comment section of the log.)

c. A notation regarding apparently missing items, e.g., keys, radio, battery, spare tire, etc.

(c) Locked Vehicle. If the doors, glove compartment, or trunk are locked or otherwise sealed, use keys or numeric combinations if available from the arrestee. Otherwise, minimize damage to the property while gaining access to conduct the inventory.

(d) Complete Inventory. A complete inventory consists of a search of all areas of the vehicle, including all closed containers, and a listing of the items found.

(e) Selective Inventory. A selective inventory relates only to the contents within a vehicle; therefore, the entire vehicle (including glove box and trunk) must always be searched. When conducting an inventory search, if an agent is confronted with the onerous task of inventorying large numbers of containers of the same or similar types and contents, he/she may elect to conduct a selective inventory of the containers by opening only a few of the containers if no purpose would be served by opening the rest. If during a selective inventory, contraband or incriminating evidence is found, a complete inventory of the contents will be conducted.

(f) Containers. During an inventory search, closed containers should be opened and inventoried. If a container is locked, force may be applied to gain entry; however, only the force necessary to open the container may be used.

(g) Contraband, Incriminating Evidence, Valuables, and Perishables. If contraband is found during an inventory search, it should be seized, recorded, and disposed of in accordance with OIG policy (e.g., IG-8440). If incriminating evidence is found, it should be seized and recorded on an evidence receipt. If valuables are found, ensure their safekeeping. If perishables are found, make appropriate arrangements for the storage of the goods.

(C 2 d (8))

(h) Security. When the inventory is completed, lock the vehicle and secure it in an authorized impoundment lot. Record the name of the individual who takes possession of the vehicle and the address where the vehicle is impounded.

(i) U.S. Attorney Notification. After the vehicle is impounded, notify the cognizant U.S. Attorney's office of the location of the vehicle and the location of any items taken from the vehicle.

e. Seizure ("Freeze") of Premises Without a Warrant. Premises may, under extraordinary circumstances, be seized when probable cause exists and agents are in the process of obtaining a search warrant. Supervisory approval shall be obtained for a seizure of this type when practical. Agents should, therefore, discuss the possibility of "freezing" premises with their supervisor before placing themselves in a position where a "freeze" may be necessary.

f. Seizure ("Detention") of Persons Without a Warrant. Agents may detain individuals when investigating suspicious circumstances (e.g., possible commodity theft) or for identification purposes (e.g., fugitive apprehension). A detention or seizure occurs when, in view of the surrounding circumstances, an objectively reasonable person would have believed that he or she was not free to leave. Each detention must have its own independent justification based on facts known to the agent. Each must meet the constitutional standard of reasonableness set forth in the Fourth Amendment. The detention cannot be made on mere suspicion or possible hunch, but must be justified by articulable facts supporting a reasonable suspicion that a person is or has been involved in criminal activity.

g. Return of Seized Property. Ensure that the return of seized property is coordinated with the appropriate DOJ attorney.

oOo

SEARCH PLAN

1. Names of all search team members or the number of agents needed.
2. Mission of the team.
3. Type of warrant.
4. Location of premises to be searched:
 - a. Address.
 - b. Description.
 - c. Photographs.
 - d. Blueprints and/or sketches.
 - e. Maps and/or directions.
5. Violators expected to be present:
 - a. Number of violators.
 - b. Names, descriptions, photographs, criminal records, and/or activity.
 - c. Degree of danger.
 - d. Method of operation of violator(s).
 - e. Are violators included in warrant?
6. Special instructions:
 - a. Undercover agent present.
 - b. Informant present.
 - c. Language barriers, children, elderly persons, disabled persons.
 - d. Other.
7. Vehicles:
 - a. Descriptions, tag numbers, unusual marks, etc.
 - b. Photographs.
 - c. Are vehicles included in warrant?
 - d. Vehicles can/cannot be searched.
8. Execution of search warrant time and why.
9. Equipment:
 - a. Individual equipment, i.e., firearms, handcuffs, etc.
 - b. Special equipment, i.e., shotgun(s), vests, extra ammunition, entry tools, camera(s), evidence gathering equipment, flashlights, ladders, loudspeakers, first aid equipment, automobiles, warm clothing, locks, chains, etc.
 - c. Check condition of all equipment.

Exhibit B(2)
of IG-8473

Search Plan (continued)

10. Location of nearest hospital/emergency medical facility.
11. Location of nearest public telephone.
12. Team assignments and responsibilities:
 - a. Search leader.
 - b. Entry team.
 - c. Search team.
 - d. Cover team.
 - e. Special assignments, i.e., evidence custodian, photographer, team members responsible for transporting arrested or injured, crowd control, etc.
13. Firearms, arrest, search and seizure policies. Discuss with all team members.
14. Local law enforcement. If not participating, include how notified, by whom, and when. (Agents may wish to have local police present for crowd control.)
15. Identification of team members:
 - a. Importance of identification.
 - b. Type and utilization of identification.
16. Means of communication between:
 - a. Team members.
 - b. Team members and local police.
 - c. Team members and the local OIG office.
17. Time and location of search briefing/critique:
 - a. Pre-search briefing.
 - b. Post-search critique.
18. Distribute individual assignment sheets.

SEARCH BRIEFING GUIDE

1. Briefing should be done by the search leader.
2. Have all team members present for the briefing.
3. Introduce each member of the team including local, State, and Federal officers.
4. Distribute individual assignment sheets and explain each assignment.
5. Present and discuss in detail all elements of the search plan with special emphasis on the following:
 - a. Type and nature of warrant.
 - b. Location of premises.
 - c. Suspected violators.
 - d. Degree of danger.
 - e. Special instructions, i.e., undercover agent, informant, etc.
 - f. Time of search and why.
 - g. Firearms, arrest, and search policies.
6. Discuss method of approach and why.
7. Show and explain all available photographs, maps, blueprints, sketches, etc.
8. Show and discuss examples and/or photographs of contraband and/or evidence sought.
9. Ensure that each team member has proper identification and knows how and when to display it.
10. Equipment:
 - a. Issue to each team member as appropriate.
 - b. Ensure that each team member is familiar with its operation and use.
11. Means of communication between:
 - a. Team members.
 - b. Team members and local police.
 - c. Team members and local OIG office.
12. Post-search critique:
 - a. Time.
 - b. Location.
13. Answer questions of team members.

SEARCH - AGENT/OFFICER ASSIGNMENT

1. Agent/Officer _____
2. Personal equipment to be carried during search _____

3. Special equipment _____
4. Radio call sign (if needed) _____
5. Team assignment _____
6. Exact position of assignment (Example: the northeast corner of the residence) _____
7. Specific instructions pertaining to assignment _____

8. Other members of your team are _____

9. Search leader _____
Assistant Search Leader _____
10. Radio call signs for other team members _____

11. Radio codes _____
12. Method of transportation to and from search location _____

13. You will keep your position until instructed otherwise by the search leader or assistant search leader.
14. All questions and problems arising will be directed to the search leader.
15. Remember the firearms, arrest, and search policies are _____

16. If situations arise that have not been covered, use your best judgment in the event the search leader or assistant search leader cannot be contacted.
17. If you have any questions, direct them to the search leader.

DATE _____

SEARCH LEADER _____

United States
Department of Office of
Agriculture Inspector General

CONSENT SEARCH
(Front Side)

(Date)

(Location)

I, _____, having been informed of my constitutional rights not to have a search made of the person, premises, or vehicle and containers therein hereinafter mentioned without a search warrant and of my right to refuse to consent to such a search, hereby authorize _____, and _____, Special Agents of the Office of Inspector General, United States Department of Agriculture, to conduct a complete search of my _____ located at _____.

These Agents are authorized by me to take from my _____ any letters, papers, materials, or other property which they may desire.

This written permission is being given by me to the above-named Special Agents voluntarily and without threats or promises of any kind.

(Signature)

Witnesses:

Special Agent, Office of Inspector General
United States Department of Agriculture

Special Agent, Office of Inspector General
United States Department of Agriculture

Exhibit E(2)
of IG-8473

Consent Search
(Reverse Side)

This is to certify that on _____ at _____ Special Agents of the Office of Inspector General, U.S. Department of Agriculture, conducted a search of my _____ at _____.

I certify that nothing was removed by Special Agents of the Office of Inspector General, U.S. Department of Agriculture.

(Signed) _____

Witnessed:

Special Agent, Office of Inspector General
United States Department of Agriculture

Special Agent, Office of Inspector General
United States Department of Agriculture

United States
Department of Office of
Agriculture Inspector General

VEHICLE CONTENTS INVENTORY LOG

List all items found and the location where each was found. In the comments section record items removed from the vehicle, obviously missing items (e.g., spare tire), and any damage caused by the inventory (e.g., forced entry into the trunk).

Vehicle Description (year, make, model, VIN):

Odometer Reading:

Location of Inventory:

Date: : Agent(s) Conducting Inventory:

Time: :

ITEM

LOCATION

Exhibit F(2)
of IG-8473

Vehicle Contents Inventory Log (continuation)

ITEM

LOCATION

Comments: